NICS FFL Quick Reference Guide

Contact Information

To Request a NICS Background Check......1-877-FBI-NICS (Option 1)
General NICS Information.............1-877-FBI-NICS (Option 2,4)
ATF Distribution Center.................1-202-648-6420 (ATF Forms)
ATF Licensing Center.................................1-866-668-2750

Website Information

NICS FFL Website......www.fbi.gov/nics-ffl
NICS E-Check Website.....www.nicsezcheck.fbi.gov
NICS Website....www.fbi.gov/nics

NICS Appeal Website.....www.fbi.gov/nics-appeals

Hours of Operation

8a.m.-1a.m.
Eastern Standard Time

7 Days a week (Except Christmas Day)

Contact the NICS FFL Liaisons

The NICS Section has dedicated NICS Liaison Specialists to assist you in the following areas:

- Enrollment
- Code word changes/modifications
- Activation and deactivation of NICS privileges
- Troubleshooting system access
- Educating the FFLs and their employees on the NICS via telephone or by representing the NICS Section at various conventions and seminar

Contact NICS Liaison Specialists— NICSLiaison@ic.fbi.gov

Letter Verification Used by the NICS Section

A-Alpha **N-November B-Bravo O-Oscar C-Charlie** P-Papa **D-Delta Q-Quebec** E-Echo **R-Romeo** F-Foxtrot S-Sierra G-Gulf **T-Tango U-Uniform** H-Hotel **I-India V-Victor** W-Whiskey I-Juliet K-Kilo X-X-Ray L-Lima Y-Yankee M-Mike **Z-Zulu**

NICS FFL Website-www.fbi.gov/nics-ffl

❖FFL manual

- Appeal information
- ❖ E-Check information
- Enrollment information
- ❖ E-mail the NICS FFL liaison specialist
- ❖ Sign up to receive NICS messages and updates via e-mail
- ❖ View the NICS Process in Motion video for FFLs and their customers
- Order NICS resolution cards for your denied and/or extended delayed customers

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What is a Business Day?

A business day is any 24-hour day **beginning at 12:01 a.m. the day after the check was initiated,** in which state offices are open. A business day **does not include Saturday, Sunday, or holidays.**

The table below advises when a firearm can be transferred if no response is received:

NICS Contacted On	Can Legally Transfer On*
Sunday	Thursday
Monday	Friday
Tuesday	Saturday
Wednesday	Tuesday
Thursday	Wednesday
Friday	Thursday
Saturday	Thursday

^{*}The transfer day may differ depending on holidays and/or state law.

Need Documents Fast? Fax On Demand!

Have documents faxed directly to you!

- ✓ Call 1-877-324-6427
- ✓ Enter Option 4
- ✓ Enter Option 1 for NICS documents
- ✓ Enter the document number you want faxed
 - ■101—Appeal Brochure
 - ■102—NICS E-Check/NICS Enrollment Form
 - ■103—FBI Guide for Obtaining Your FBI Record
 - ■106—NICS General Information
 - ■107—NICS Resolution Card
- ✓ Enter your 10 digit fax number
- √ The documents will automatically be faxed to you